B. INSTRUCTIONS FOR COMPLETING THE DC ONEAPP

This section provides a road map for completing the Internet-based DC OneApp application. Paper applications are not available. The steps are user-friendly and easy to follow. Individuals who do not have access to a computer are invited to make an appointment to visit the SEO to complete the online application. Additionally, through partnerships with the DC Public Libraries, the DC Department of Parks and Recreation, and many non-profit and community-based organizations, HEFS is able to provide computer access to applicants so that they are able to complete their online DC OneApp. [See Page 58 for a listing of organizations offering computer access or visit the SEO website at www.seo.dc.gov.]

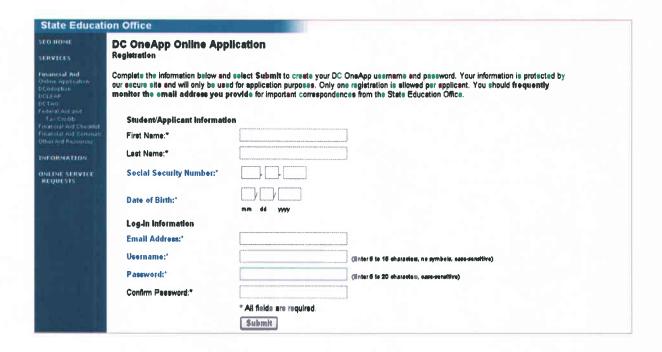
Note: First-time online applicants must register before proceeding. All registration information should be that of the student's and not the parent's.

To access the DC OneApp, go to: www.seo.dc.gov.

State Educati	on Office		
SEO HOME SERVICES	DC OneApp Online Application Online Application for DCTAG, DCLEAP & DCAdoption Programs		
Financial Aid Online Application DCAdaghan DCLEAP DCLEAP	The SEO makes it easy for you to apply online for Higher Education Financial Grants. Following a five-part process, you can choose mutypes of aid programs, view a checklist of documents needed to complete the application, print and submit forms according to your specific program requirements, and review your application status.		
Federal Aid and Tax Credits	To begin the application process, you will need to select the Register button below to create a username and password.		
Financial Aid Christina Financial Aid Seminara Other Aid Resources	Register		
INFORMATION			
ONLINE SERVICE REQUESTS	If you are a returning applicant, enter your username and password below and select Submit.		
1 H	Username:		
	Password:		
	Submit		
	Forgot Your Password or Username / Change Your Password		

Click "Register."





- Complete ALL required fields accurately.
- Input a VALID, CURRENT email address and choose a username and password that you can easily remember.
- Store the e-mail [used to register], username, and password in a safe place because you will need them to check the status of your application and re-apply in the future.
- Click "Submit."

Note: After initial registration, applicants are responsible for updating all information should any changes occur.

Log On

RENEWAL AND/OR FIRST TIME LOG ON

- Enter Username and Password.Click "Submit."

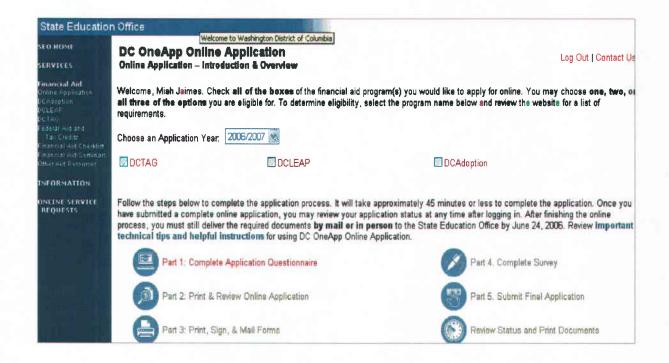
State Educat	ion Office		
SEO HOME SERVICES	DC OneApp Online Application Online Application for DCTAG, DCLEAP & DCAdoption Programs		
Financial Aid Online vestication 00.64cption 00.64cption 00.64cption	The SEO makes it easy for you to apply online for Higher Education Financial Grants. Following a five-part process, you can choose me types of aid programs, view a checklist of documents needed to complete the application, print and submit forms according to your springram requirements, and review your application status.		
Paderal and and Tan Credits Financial and Checklish Financial and Jersinan Other And Recountry	To begin the application process, you will need to select the Register button below to create a username and password. Register		
INFORMATION			
ONLINE SERVICE REQUESTS	If you are a returning applicant, enter your username and password below and select Submit.		
	Usemame:		
	Password:		
	Submit		
	Forgot Your Password or Username / Change Your Password		
	<< Back to Financial Options Page		

Select Program(s)

- When you enter the DC OneApp, the first page will look like the one below.
- Select the application year for which you are applying from the drop-down list.

Note: Selecting an incorrect application year will delay the processing of your DC OneApp and may jeopardize your chance of receiving an award.

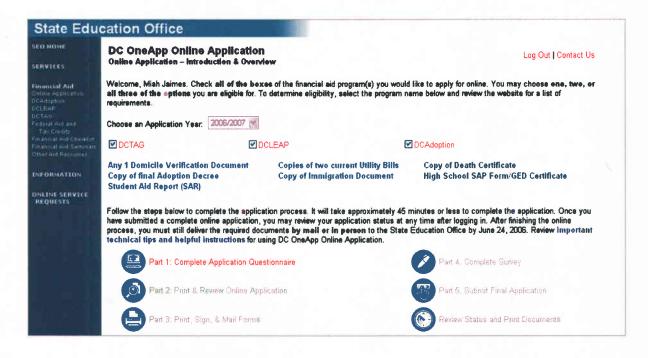
- Select the program(s) to which you are applying by checking inside the boxes.
- Only apply for program(s) for which you are eligible. [See Pages 1-5 for eligibility requirements.]



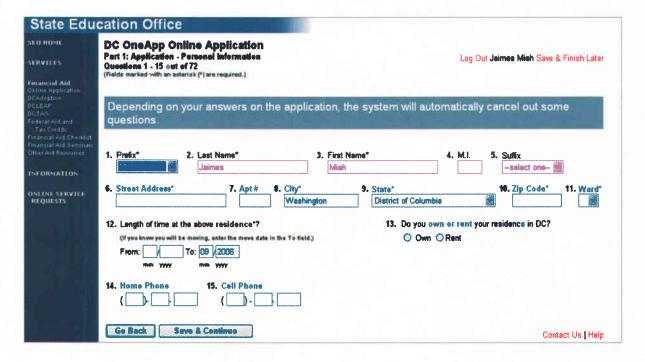
Select Program(s)

Once you select your grant program(s), a list of required supporting documents will appear as shown below. [See Page 31, "Know the Required Supporting Documents."]

Select Part 1: Complete Application Questionnaire

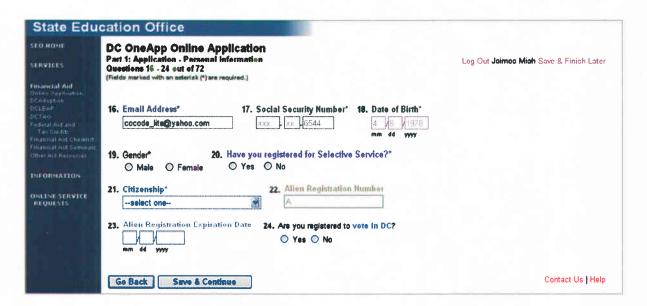


Questions 1-15: Collects personal information about the applicant.



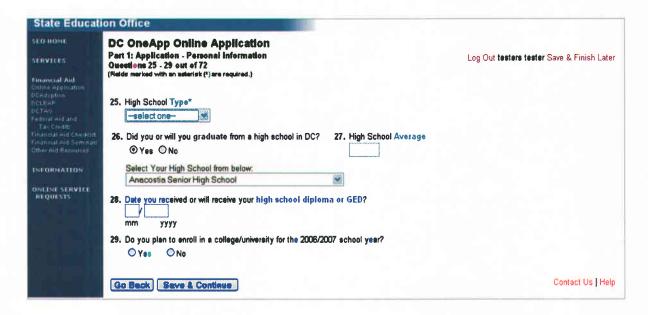
- All required fields, as noted by an asterisk*, must be accurate and complete.
- Click "Save and Continue" to move to next questions.

Questions 16-24: Collects personal information about the applicant.



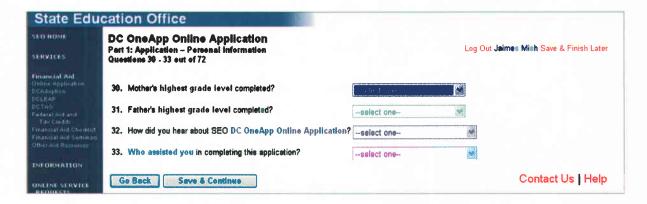
- Input the accurate and complete information for each question. Ensure that the e-mail address in Question 16 is active and belongs to the applicant. All electronic reminders and correspondence will be sent to the e-mail address provided by the applicant.
- Based on information submitted in Questions 21-23. Copies of citizenship status documents may be required. [See Page 31, "Know the Required Supporting Documents."]
- Click "Save and Continue" to move to next questions.

Questions 25-29: Collects information regarding school enrollment for high schools and colleges.



- From the drop down menu, select the type of high school you are currently attending or have attended.
- If you answered "Yes" to Question 26, select the high school you attended from the drop down menu.
- If you answered "No" to Question 26, the DC OneApp will provide an area for you to input information about the high school you attended outside of the District of Columbia.
- Click "Save and Continue" to move onto the next questions.

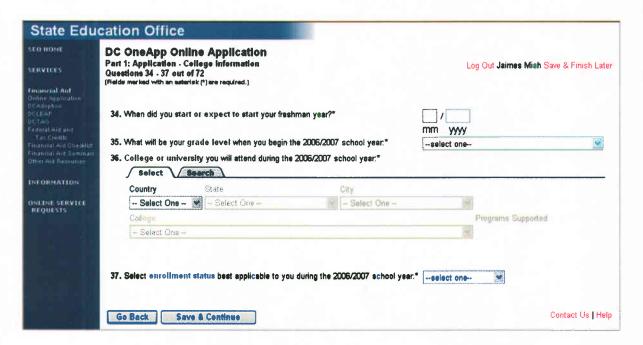
Questions 30-33: Collects information on the parents' educational backgrounds, how applicant was informed about the DC OneApp, and who assisted the applicant with completing the DC OneApp.



- Input accurate and complete information.
- Click "Save and Continue" to move to the next questions.

College Information

Questions 34-38: Collects information on the applicant's college of choice and the intended start date.



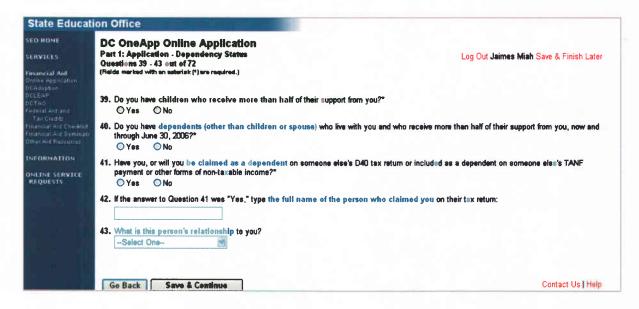
- Enter the expected start date of your first year of college.
- Select your current grade level or classification for the applied program year from the drop down menu.
- Under the search tab, select the country/state/city of the college you are attending or plan to attend.
- Select your enrollment status for the applied program year.
- Click "Save and Continue" to move to the next questions.

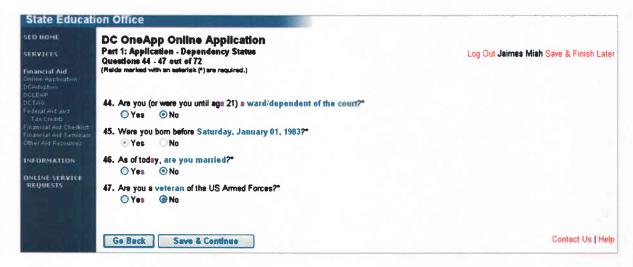
Note: The application cannot be processed until a school is selected. Please inform us immediately if your final choice of college/university changes.

Dependency Status

Questions 39-47: Collects information on the applicant's dependency status.

Failure to complete this section will delay processing and may jeopardize the applicant's chances of being awarded.





- Enter accurate and complete information.
- Click "Save and Continue" to move to the next guestions.

Note: The information entered in Question 42 should be the same as that entered in Questions 48-50.

Parent/Guardian Information

Questions 48-70: Collects information regarding the applicant's parent/guardian.

State Educati	on Office		
SEO HOME	DC OneApp Online Application		
SERVICES	Part 1: Application - Parent/Guardian Information Log Out Jaimes Mish Save & Finish Later Questions 48 - 59 out of 72		
Financial Aid Online Application DCAdoption DCLEAP	Questions 48 - 39 Out of /2 [Reids werked with an asterisk (*) are required.)		
bitrati	48. Parent/Guardian's Last Name* 49. First Name* 50. M.I.		
Tellinal Aid and Tal Digitis	Jaimes Temple		
Financial Hid Cheofist Financial Aid Seminar Other Aid Executors INFORMATION	51. Relationship to the Applicant* Mother 52. Parent/Guardian's Permanent Street Address* 1523 F Street, NE		
ONLINE SERVICE	53. Apt # 54. City* 55. State* 56. Zip Code* 57. Ward*		
REQUESTS	e15 Washington District of Columbia 20002 6 💌		
	58. Parent/Guardian's length of time at the above residence*? From: 04 / 2001 To: 06 / 2006 Own ③ Rent Go Back Save & Continue 59. Does your parent/guardian own/rent their residence in DC? Own ③ Rent Contact Us Help		

State Educati	on Office		
SERVICES Financial Aid Colles Application OCHAIN	DC OneApp Online Application Part 1: ApplicationApplication - Parent/Guardian Information Questions 60 - 70 out of 72 (Reids marked with an asterisk (*) are required.)	Log Out Jeimes Miah Save & Finish Later	
POTAO Federal Aid and Title Credit: Federal Aid and Federal Aid Aid Che Agist Federal Aid Res Inner Other Aid Res Inner	60. Parent/Guardian's Home Phone 61. Email Address 62. Work Phone	63. Cell Phone	
INFORMATION ONLINE SERVICE REQUESTS	64. Parent/Guardian's Social Security Number 65. Date of Birth 66. Marital Status select one	8	
	67. Parent/Guardian's Citizenship* select one		
	69. Alien Registration Eate 70. Is your parent/guardian registered to vote in DC? ○ Yes ○ No Go Back Save & Continue	Contact Us Help	

- Enter accurate and complete information.
- Click "Save and Continue" to move to the next questions.

Adoption Scholarship Information

Questions 71-72: These questions are **only** for applicants who were adopted after October 1, 2001 or lost one (1) or both parents as a result of the events of September 11, 2001. These questions will only appear if the applicant applies for the DC Adoption Scholarship (DCAS).



- Enter accurate and complete information.
- Click "Save and Continue" to move to the next questions.

PLEASE CONTINUE TO PART 2:

PRINT AND REVIEW ONLINE APPLICATION

Print And Review Online Application

- Select Part 2: Review & Edit Online Application.
- Click "Review and Print Application" to review all your answers and print a final copy for your records.

on Office

DC OneApp Online Application Part 2: Print and Review Online Application

Log Out Jaimes Mish Save & Finish Later

Although you have completed Part 1: The Application Questionnaire, your application must be mailed with the other documents in order to be complete. Follow the instructions below and check the box once you complete the described task. Once you submit a completed online application, you will not be able to change or correct your entries. Please check your information thoroughly here and select Go Back to adjust any of your answers. To change information after you submit an application online, you will need to call an SEO Counselor at (202) 727-2824.

Note: Your online application and supporting documents must arrive, by mail or in person, at the State Education Office (SEO) by June 30, 2006. You may submit your application online on or before this deadline. Please make sure to mail or deliver the other supporting documents with ample time for transport, or use a registered mail service.



Review and Print Application

Review all your answers and print out the final copy for your records, as some of the information may have changed.

If you cannot print the document now, select Save and Finish Later. You will need to log back in when you are ready to print, and select Review Status and Print Documents from the bottom of the Overview page.

I agree that I have reviewed the final version of my online application. I have read all information and understand that my application is NOT complete until the DC State Education Office receives a signed and dated Affirmation Statement and all necessary supporting documents

Go Back

Save & Continue

Contact Us | Help

- Review all questions to ensure that the information entered is accurate. Pay special attention to Questions 1-24, 36, and 39-43.
- Check the box to agree that the final version of the online application was reviewed and that your application is **NOT** complete until the DC State Education Office receives all necessary supporting documents.
- Click "Save and Continue" to move to the next questions.

DC OneApp Online Application



2006-2007 APPLICATION QUESTIONNAIRE

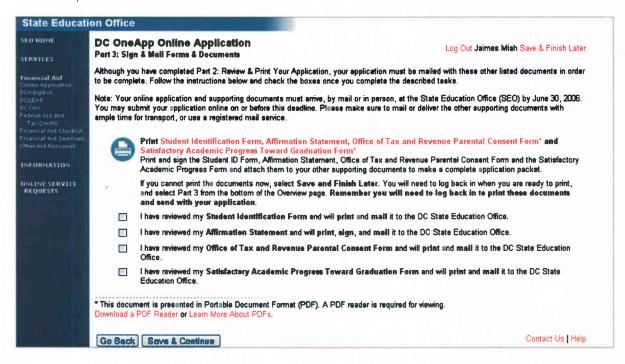
		Print
No.	Question	Answer
1.	Prefix	Ms
2.	Last Name	Jaimes
3.	First Name	Miah
4 .	MI	N/A
5.	Suffix	N/A
6.	Street Address	1523 F Street, NE
7.	Apt#	e15
8.	City	Washington
9.	State	District of Columbia
10 .	Zip Code	20002
11.	Ward-	6
12.	Ware Review and print online application Length or time at the above residence?	04/01/2001 - 09/01/2006
	Do you own/rent your residence in DC?	N/A
14.	Home Phone	(202)388-5252
15 .	Cell Phone	(202)336-6667

PLEASE CONTINUE TO PART 3:

SIGN & MAIL FORMS & DOCUMENTS

Application Forms

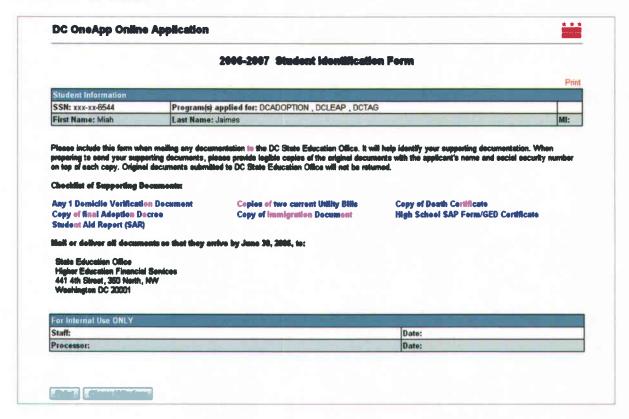
Click on the Student Identification, Affirmation Statement, Office of Tax and Revenue Authorization Form, and Satisfactory Academic Progress Toward Graduation Form link(s) to access and print the forms.



- Select Part 3: Sign & Mail Forms & Documents.
- Check the boxes to confirm that the forms have been completed and will be printed and mailed or hand-delivered to the SEO.
- Once the forms are printed and signed, you may mail or hand-deliver them. Fax copies will not be accepted.
- Click "Save and Continue" to move to the next questions.

Note: Each of these forms must include original signatures. Parents and/or guardians may not sign on behalf of the applicant.

Student ID Form



■ The Student Identification Form must be included with all materials submitted to the SEO.

Affirmation Statement/Legal Disclaimer

DC OneApp Online Application



2006-2007 AFFIRMATION STATEMENT

Print

Student Information		
SSN: xxx-xx-9320	Program(s) applied for: DCTAG , DCLEAP , DCADOPTION	
First Name: Kim	Last Name: Celay	MI:

All applicants and parents, guardians or spouse of dependent applicants must sign and date this affirmation statement even if a certified D40 is not required.

I do hereby affirm the following:

- I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia:
- 2... I have not received my first undergraduate baccalaureate degree;
- I am not in default on any loan made or guaranteed under Title IV of the Higher Education Act of 1965, and do not owe a refund on funds previously received under such Title or I have made satisfactory arrangements for repayment;
- 4. If I am a male 18-25 years of age, I have registered with the Selective Service;
- All information provided on this form and the attachments are accurate, complete and true to the best of my knowledge; and,
- 6. I understand that knowingly providing false information may disqualify me from consideration for the District of Columbia Tuition Assistance Grants (DC TAG) and will make me subject to criminal and other penalties in accordance with federal and District of Columbia laws.

Applicant Signature

Date

The parent, guardian, or spouse of dependent applicants must sign this affirmation statement even if they have not or will not be required to submit a DC tax return (D40).

I do hereby affirm that domicile of the applicant may be established through me because:

- I am the applicant's parent, guardian, spouse, or other person that provides more than 50 percent of the applicant's financial support;
- 2. I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia; and,
- I am a parent, guardian or spouse of the dependent applicant and I have attached a certified copy of my DC tax return (D40) with a Schedule S that reflects the applicant as my dependent for all qualifying years.

or

4. I am a parent, guardian or spouse of a dependent applicant and I am not required to file a DC tax return (D40). I have attached official agency letters reflecting receipt of public assistance, TANF, social security, and/or disability benefits.

Parent's, Guardian's or Spouse's Signature

Date

By signing this application you agree, if asked, to provide information that will verify the accuracy of this completed application. This information may include your federal or state income tax returns. Also, you certify that you understand that the director of the District of Columbia Tuition Assistance Grants Program has the authority to verify information reported on this application with the DC Office of Tax and Revenue and other federal or local agencies. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

LEGAL DISCLAIMER

Information on the Privacy Act and Use of Your Social Security Number:

We use the information that you provide on this form to determine if you are eligible to receive student financial eld and the amount that you are eligible to receive. Sections 483 and 484 of the Higher Education Act of 1965, as amended, and Sections 3(f)(2) and 5(e) (2) of the District of Columbia College Access Act, as approved November 12, 1999, Pub. L. 106-99, as amended authorizes us to ask you and your parents these questions, and to collect and use your Social Security Number to verify your identity and retrieve any records to help us determine eligibility for this grant. We may request your Social Security Number again for these purposes.

Consent to Share Information for Limited Purpose:

Your signature below indicates your consent to our disclosure of "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of participation in our financial assistance programs.

Furthermore, your signature below indicates your consent to our disclosure of information you provide to third parties we have authorized to assist us in administering the programs for which you have applied through submission of this application. In addition, your signature below indicates your consent to our disclosure to your parent(s) or legal guardian(s) (if you are a minor), your spouse, colleges and universities to which you have applied for admission or in which you are enrolled, and local scholarship organizations.

Pursuant to the Family Educational Rights and Privacy Act, (20 U.S.C. § 1232g; 34 CFR Part 99.41), your student records may be shared without consent, with the following parties or under the following conditions:

- 1. School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- 3. Specified officials for audit or evaluation purposes;
- 4. Appropriate parties in connection with financial aid to a student;
- 5. Organizations conducting certain studies for or on behalf of the school;
- 6. Accrediting organizations;
- 7. To comply with a judicial order or lawfully issued subposna;
- 8. Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Legal Notice:

By submitting this application, you are giving the District of Columbia permission to verify any statement or information provided on and with this form. Whoever makes or presents to any officer or employee of the District of Colombia government, or to any department or agency thereof, any claim upon or against the District of Columbia or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than one year and assessed a fine of not more than \$100,000 for each violation.

Applicant's Signature

Date

Print

Close Window

The Affirmation and Legal Disclaimer Statements are required to complete your application.

The parent or guardian MUST sign the bottom of this page even if they have not or will not be required to file a DC D40 tax return. It is berefyelve do de deserte of the male and DC D40 tax return. It is berefyelve do de deserte of the male and the SER of the male that is been a separate of [2] in the deserted of the male of the service of the ser

The Office of Tax and Revenue
Authorization Form will allow the State
Education Office to verify certification of the
District of Columbia D-40 tax return. Please
note, the DC Office of Tax and Revenue will
not begin to review the OTR Authorization
forms until after April 15, 2007. The OTR
Authorization form is provided as a convenience to the applicant, but may not result in a
speedy award determination.

SATISFACTORY ACADEMIC PROGRESS TOWARD GRADUATION FORM

Student's Information

Brist Name

Last Name

Covers High School

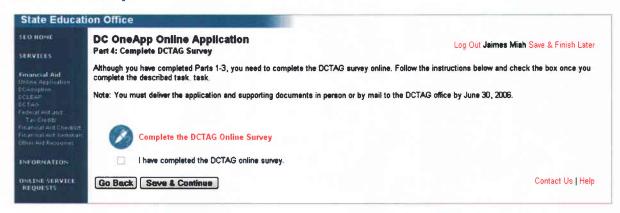
Student's Dotte Society Number

Student's Dotte Student's Dotte Student's Dotte Student's Dotte Student's Dotte Student's Dotte Student's Student's Dotte Student's S

The Satisfactory Academic Progress Toward Graduation Form is to be completed by first-time applicants who will be graduating from high school but do not yet have their diploma. This form must be filled out and signed by the high school counselor.

PLEASE CONTINUE TO PART 4: DCTAG SURVEY

DCTAG Survey



- Select Part 4: DCTAG Survey.
- Click "Complete the DCTAG Online Survey."

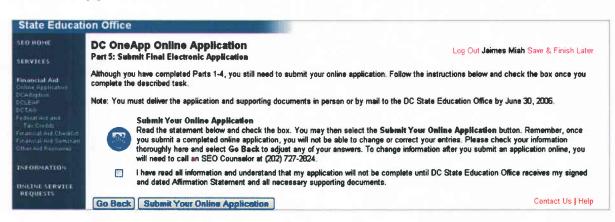
	ConeApp Online Application 14: Complete DCTAG Survey
Ple	ase fill out this short online survey for DCTAG and select the Submit button. All answers are required to complete the survey.
1.	Has the DC Tuition Assistance Grant Program (DCTAG) made a difference in your decision to continue your education beyond high school?*
2.	Has the existence of the DCTAG Program made a difference in your choice of which college you may attend?* ○ Yes ○ No
3.	Will you be the first member of your immediate family to attend college?* ○ Yes ○ No
4.	Have any members of your immediate family graduated from college?* ○ Yes ○ No
5.	Which college are you most likely to attend next school year?*
6.	If the DCTAG Program did not exist, which college would you be more likely to attend?*
	ds marked with an asterisk (*) are required.
-	Amenination of Management of M

- Complete all questions and click "Submit."
- Click "Save and Continue" to move to the next questions.

PLEASE CONTINUE TO PART 5: SUBMIT APPLICATION



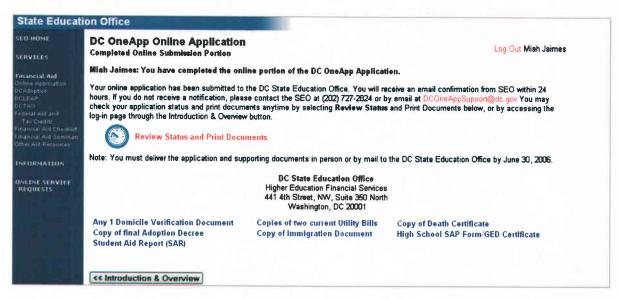
Submit Application



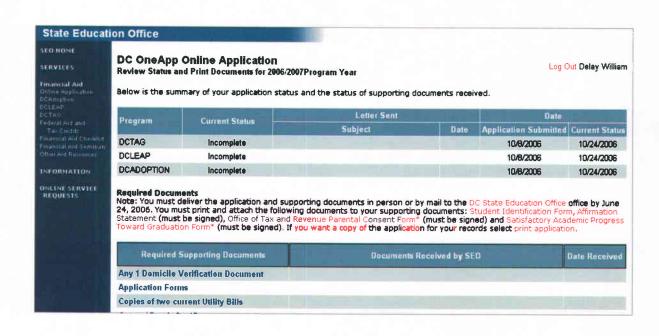
- Check the box to indicate that you understand that your application is **NOT COMPLETE** until the DC State Education Office (SEO) receives all supporting documents.
- If you need to make changes, click "Go Back."
- If you are not ready to submit the DC OneApp, click "Save and Finish Later" to save all work to the current page and exit application.
- If you are ready to submit the DC OneApp, click "Submit Your Online Application."
- Once you click the "Submit Your Online Application" button, you will not be able to change or correct your entries.
- You may "Log Out" of the application from any screen at anytime. [See top right corner of the screen.]
- You will receive an e-mail confirming submission of your online application.
- If you did not receive an e-mail confirmation, your application was not successfully submitted.

CONGRATULATIONS!
YOU HAVE SUCCESSFULLY SUBMITTED YOUR APPLICATION!

Review Status



- If you wish to know the status of your application, log in using the Username and Password that you created.
- Click "Review Status and Print Documents." [See Glossary on Page 85 for a description of all the statuses.]
- Print desired documents.



Forgot your Password or Username

Instructions on this page only apply to applicants who have forgotten their password and/or username.

State Educati	on Office		
SEO НОМЕ	DC OneApp Online Application		
SERVICES	Online Application for DCTAG, DCLEAP & DCAdoption Programs		
Financial Aid Daline Application DCAcotton DCLEAP DCTAG	The SEO makes it easy for you to apply online for Higher Education Financial Grants. Following a five-part process, you can choose multiple types of aid programs, view a checklist of documents needed to complete the application, print and submit forms according to your specific program requirements, and review your application status.		
Federal Aid and Tax Credits	To begin the application process, you will need to select the Register button below to create a username and password.		
Financial and Checklish Financial and Seminari Other Aid Resources	Register		
INFORMATION			
ONLINE SERVICE REQUESTS	If you are a returning applicant, enter your username and password below and select Submit		
	Username:		
	Password:		
	Submit		
	Forgot Your Password or Username / Change Your Password		
	<< Back to Financial Options Page		

State Educat	ion Office		
SEO HOME SERVICES	DC OneApp Online Application Online Application – Forgot Your Password		
Financial Aid Online Application Inc. Adoption DOLEAR	If you have forgotten your cum	ent password or username, please type in the applicant's name, social security number, and date of birth, and Itely send you an email with your username and a temporary password.	
DUTAO Federal rod and Tax Credit:	First Name:*		
Financial Aid Cheduld Financial Aid Seminari Other Aid Resources	Last Name:*		
INFORMATION	Social Security Number:*		
ONLINE SERVICE REQUESTS	Date of Birth:*	mm 44 yyyy	
		Next	
	<< Back to Financi	al Options Page	

- To retrieve a forgotten password or username select "Forgot Your Password."
- Enter the applicant's first and last name.
- Enter the applicant's Social Security Number.
- Enter the applicant's date of birth (mm/dd/yyyy) format.
- Click Next.
- The forgotten username and temporary password will be sent to the registered e-mail associated with the applicant's Social Security Number.

Forgot your Password or Username

Follow the steps in the exact order as they are provided below:

From:	DC.OneApps.dpportupoc.gov	Sent: 180 9/7/2006 3:07 PM
To:	temple.huff@dc.gov	
Cc:		
Subject:	ct: SEO OneApp Online Application - New Account Creation or Change	
You ha	have requested a password or username for the DC State Education Office's DC OneApp Online Application,	
	Username: nofo123	
	Temperary Paseword: LOJon6pbie	
Follow	ow the below steps in the exact erder as they are provided below:	
	Step 1: Go to following page: https://hefe.seo.dc.gov/appforms/password_change.aspx	
	Step 2: Enter the username that is written above in the "Username" field on the web page in step 1.	
	Step 3: Enter the temporary password i nto the "Current/Temporary Password" field.	
	Step 4: Type a new password in the "New Password" field.	
	Step 5: Re-type your new password in the "Confirm Password" field.	
	Step 6: Click the "Submit" button.	
If succ	ccessful, you will be logged in and see the DC OneApp Online Application Introduction & Overview page.	
	r: If you did not request a username and password change, or if you have questions regarding your application, please email)727-2824 immediately and let us know.	l us at DCOneAppSupport@dc.gov or call
** This	his email is for your information and does not require a response.	

State Edu	cation Office	XT. YH	
SED HOME	DC OneApp Online Appli Online Application - Change Pass		
Financial Aid Online Application DCRAdoption DCLEAP DC TAG Tag Credit: Financial Aid and Tag Credit Financial Aid Seminans Other Aid Resources	your password and receive	ved a temporary p sword" field, type	the fields below and select Submit. If you forgot bassword in your email, enter it into the in a new password underneath and select Submit.
INFORMATION	Fields marked with an asterisk (*) an	e required.	
ONLINE SERVICE REQUESTS	Usemame:* Current/Temporary Password:* New Password:* Confirm Password:*		(Enter 5 to 20 characters, case-sensitive)
	<< Back to Financial Opt	Submit lions Page	

- Complete all of the required fields with the **EXACT** information from the automated email that was sent to you.
 Click "Submit."

